

Retention and Classification Report

Agency: District Court (Sixth District : Piute County) (1693)

550 North Main
P.O. Box 99
Junction, UT 84740
435-577-2433

Records Officer

27630	Civil Cases Index
18222	Civil and criminal case files
18230	Civil and criminal registers of actions
18229	Civil case transcripts
18317	Grand jury records
20909	Indictment Records
18223	Judgment record books
06107	Judgment records index
18227	Minutes
18263	Orders and decrees
18315	Probate case files
18316	Probate orders and decrees
01353	Probate record books
19497	Probate registers

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18222

3

TITLE: Civil and criminal case files

DATES: 1896-

ARRANGEMENT: numerical by case number

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18230

4

TITLE: Civil and criminal registers of actions

DATES: 1896-1953

ARRANGEMENT: Numerical by case number, thereunder chronological
DESCRIPTION:

Records and documents pertaining to a particular civil or criminal action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. A register of actions may contain the following entries for each case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, and disclaimers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the legal and historical value of the REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep a register of actions that functions as a chronological list of papers filed and fees paid which relate to

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18230

TITLE: Civil and criminal registers of actions

(continued)

individual civil actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 27630

3

TITLE: Civil Cases Index

DATES: 1896-

ARRANGEMENT:

DESCRIPTION:

This index is a book used to keep a record of plaintiff, defendant and case number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

APPROVED: 06/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This record provides convenient access to case numbers and names of plaintiffs and defendants to facilitate research.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18229

3

TITLE: Civil case transcripts

DATES: 1904

ARRANGEMENT: unknown

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the
Administrative Office of the Courts.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18317

3

TITLE: Grand jury records

DATES: 1901-1912

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the
Administrative Office of the Courts.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with
authority to weed.

Microfilm duplicate: Retain in State Archives permanently with
authority to weed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 20909

3

TITLE: Indictment Records

DATES: 1899-1925

ARRANGEMENT: Chronological by date

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18223

3

TITLE: Judgment record books

DATES: 1896-

ARRANGEMENT: unknown

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 6107

3

TITLE: Judgment records index

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18227

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: chronological

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18263

3

TITLE: Orders and decrees

DATES: 1897-1966

ARRANGEMENT: unknown

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18315

3

TITLE: Probate case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Probate case files from the 6th District Court in Piute County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: District Court (Sixth District : Piute County)

SERIES: 18316

3

TITLE: Probate orders and decrees

DATES: 1897-1975

ARRANGEMENT: unknown

DESCRIPTION:

These record books contain transcripts of orders and decrees entered in civil and probate files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Private

AGENCY: District Court (Sixth District : Piute County)

SERIES: 1353

4

TITLE: Probate record books

DATES: i 1869-1910

ARRANGEMENT: Alphanumerical with chronological entries

DESCRIPTION:

Probate record books contain the details of proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons, the will, appraisals and inventories and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoption records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption. The county probate court was responsible for the proceedings of these cases until statehood (1896), at which time the probate court was dissolved and the district court assumed the responsibility.

Film linked to the series may include probate minutes.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1869 through 1910.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1869 through 1910.
Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

AGENCY: District Court (Sixth District : Piute County)

SERIES: 1353

TITLE: Probate record books

(continued)

AGENCY: District Court (Sixth District : Piute County)

SERIES: 19497

3

TITLE: Probate registers

DATES: 1893-1896

ARRANGEMENT:

DESCRIPTION:

Registers logging actions taken in probate (estate, guardianship, etc.) cases. Show case, action taken, and date. May also give information on case number or filing in record books.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.